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**UNITED STATES MISSION-BOGOTA  
VACANCY ANNOUNCEMENT**

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No. 087-2015

August 28, 2015

**OPEN TO:** All Interested Candidates

**POSITION:** Secretary – (001186OT)

**OPENING DATE:** Friday, August 28, 2015

**CLOSING DATE:** Friday, September 11, 2015

**WORK HOURS:** Full time; 40 hours/week

**LENGTH OF HIRE:** Temporary Position not to exceed three (3) years. Position may be extended without competition. Contract will be renewed every year for one year period pending the Office of Transition Initiatives (OTI) needs in country.

**SALARY:** FSN/PSC FSN-7 Col. Ps. \$31,594,550.00-  
Col. Ps. \$52,131,002.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

***Please pay special attention to the “Language Testing Procedures” portion (4th page) since Applicants must attach language test results to the application in order to be considered.***

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form (DS-174) no later than the closing date at 4:00 p.m. Eastern Standard Time.

All candidates interested in this vacancy **MUST** use the form DS-174 to apply. Note that no other type of application for employment forms will be accepted.

Please follow this link <http://photos.state.gov/libraries/colombia/231771/PDFs/NewDS-174Englishpdfversionago29.pdf> to open the DS-174 form. The job announcement and application form may also be found on the website <http://bogota.usembassy.gov/hr.html> under New Application Form.

- Once the DS 174 form is filled out please send it via email to [BogotaHR@usaid.gov](mailto:BogotaHR@usaid.gov)
- Applications can also be delivered directly to the U.S. Embassy (as instructed below). Please note: the Embassy does not use representatives on its behalf during the recruitment process, nor do we charge any fees. Please contact the HR Office immediately if you are contacted by a third party and/or asked to pay a fee.

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B-27 (Post 2)  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking for an individual for the position of Secretary for the Office of Transition Initiatives (OTI).

**BASIC FUNCTION OF POSITION**

The incumbent serves as the Secretary for the Office of Transition Initiatives (OTI) performing a full range of administrative functions. He / She is responsible for managing all documentation for OTI, including e-mail, internal memorandums and letter head stationery in both English and Spanish. The incumbent is also responsible for distributing and/or obtaining clearances within the Mission of signed documents. He / She will prepare draft replies from verbal or written instructions; and providing supervisors with comprehensive materials for action and resolution of last minute requests. He/she makes appointments and keeps the staff's calendars and schedules meetings with partners and other USAID offices and Embassy sections. He / She will arrange for conference rooms and travel for all OTI staff and serves as OTI's timekeeper, using Web TA. He / She will be responsible for maintaining excellent interpersonal skills with other staff members. The incumbent maintains files and records and serves as the files custodian for OTI.

**MAJOR DUTIES AND RESPONSIBILITIES**

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's core values in all aspects of his/her work. These core values are: 1. Passion for Mission, 2) Excellence, 3) Integrity, 4) Respect, 5 Empowerment, 6) Inclusion, and 7) Commitment to Learning.

The incumbent performs a variety of secretarial and administrative support duties for the OTI office. Additionally, He / She will assist the OTI staff on administrative procedures, word processing, filing, supply requisitions and documentation requirements.

He / She will manage all OTI correspondence by receiving, reviewing and controlling all incoming and outgoing correspondence and communications in close coordination with the Correspondence and Records (C&R) Office. He / She will route correspondence to supervisor or appropriate staff member, including information as required and tracks documents which have been sent to other offices and follows up when these appear to be in danger of delinquency. The incumbent will ensure quality control of outgoing OTI correspondence and keep track of all actions forwarded to OTI and prepare a delinquent action list for the supervisor on a weekly basis or more frequently as requested. Records and tracks other pending actions and informs supervisor and other staff regularly as to status.

He / She will type a variety of correspondence, reports, tables and spreadsheets, faxes and other documents in draft and final forms and ensures that all are in the proper format, consistent with standard Mission and Embassy requirements. Additionally, he / she will proofread their own work before submitting for signature or approval and ensure that format, spelling, grammar, punctuation and content are correct. He / She will locate, obtain and track appropriate clearances and signatures and translate documents and correspondence from English to Spanish and vice versa. The incumbent will also accompany visitors to provide oral translations on occasion.

He / She will receive visitors and phone calls, referring callers to the OTI staff or to another office as appropriate. As directed, or in response to incoming requests, arranges appointments and conferences with contractor/recipients, Mission and Government of Colombia (GOC) officials, Embassy and other U.S. Government officials, officials of other donor agencies, and others. Sets up meetings, arranges for conference rooms, etc. Keeps the office staff's calendar, reminds him/her of commitments and re-schedules appointments in cases of conflicts. Places local and long distance calls for the staff.

The incumbent will be designated as the Files Custodian for OTI files and records. He / She will maintain an adequate stock of expendable supplies and ensure that equipment is maintained and, when necessary, repaired.

He / She will make travel arrangements for OTI staff using E2 Travel to prepare travel authorization (TA) requests, track approvals by Regional Security Office after approval, and prepare the actual TA. He / she will make hotel and airline reservations through the travel agency and arrange for transportation to and from the airport and for customs expediting assistance. The incumbent will prepare travel vouchers after completion of travel as well as prepare vehicle requests for staff and TDY arrivals and departures, providing flight number and time, location of pickup and follows up to confirm arrangements.

The incumbent will serve as the primary timekeeper for OTI and perform various other tasks in support of OTI office as required.

## **REQUIRED QUALIFICATIONS**

Note: Candidates who do not meet these required qualifications will not be considered.

**Education:** A high school education is required.

**Prior Work Experience:** Three years of experience in a clerical field is required.

**Knowledge:** Requires a thorough knowledge of secretarial, clerical and general administrative procedures; and of procedures for the preparation and processing of correspondence, and preparing documents to meet reporting requirements and other responsibilities.

**Skills and Abilities:** Strong interpersonal skills, tact, diplomacy, discretion and customer service orientation are required. Additionally, the incumbent must have strong computer and writing skills and possess highly developed multitasking skills. Must be able to format and prepare final documents and interact with USAID, implementing partner, GOC, and Embassy officials to set up meetings and interchange basic information. The incumbent must have mastered the latest technology related to Microsoft Office software and applications. Requires the ability to learn and use the Automated Directives System (ADS), USAID handbooks, USAID/Colombia Mission Orders and USAID procedures for the preparation and processing of correspondence and related documents. Must have numerical skills.

**Post Entry Training:** Receives periodic management specific training courses which may include E2, ARIBA, or other systems or software as needed.

### **Language Proficiency:**

Level IV English ability is required. Must be Level IV (fluent) in Spanish.

## **POSITION ELEMENTS**

**Supervision Received:** The incumbent is under the supervision of the OTI Country Representative and Deputy Country Representative who assigns work in terms of desired results and is available to provide technical guidance, when needed. Completed work is subject to a cursory review for compliance with procedural requirements and accuracy. Incumbent carries out day-to-day functions under limited supervision.

**Available Guidelines:** USAID ADS, USAID/Colombia Mission Orders, Directives of the U.S. Embassy, Department of State Foreign Affairs Manuals (FAM), Department of State Standardized

Regulations, , USAID Handbooks, Local Compensation Plan and other USG regulatory guidance as required, and his/her supervisor's instructions.

**Exercise of Judgment:** The incumbent must have sound judgment in prioritizing responsibilities, making decisions, and effectively carrying out the daily functions of this position.

**Authority to Make Commitments:** Within the scope of the assignment, the Job Holder is regularly called upon to maintain calendars and/or otherwise set up meetings, to advise staff, callers, and visitors when work items or particular individuals will be available, and to otherwise provide appropriate information. The Job Holder is not authorized to commit the USG to the expenditure of funds.

**Nature, Level and Purpose of Contacts:** Contacts are with working level counterparts in Colombian Ministries, other donors and partners to exchange information; informational contacts with mid- to high-level Colombian officials, U.S. Embassy officials, international organizations and non-governmental organizations to schedule appointments and meetings or provide non-technical information and with all levels within the USAID Mission.

**Supervision Exercised:** This is a non-supervisory position.

**Time Required to Perform Full Range of Duties:** One year.

## SELECTION CRITERIA

1. **Education (15%):** A high school education is required.
2. **Prior Work Experience (40%):** Three years of experience in a clerical field is required.
3. **Evidence of strong English/Spanish writing and oral skills proficiency (10%):** Level IV English ability is required. Must be Level IV (fluent) in Spanish
4. **Knowledge, Skills, and Abilities (35%):** Requires a thorough knowledge of secretarial, clerical and general administrative procedures; and of procedures for the preparation and processing of correspondence, and preparing documents to meet reporting requirements and other responsibilities.

Strong interpersonal skills, tact, diplomacy, discretion and customer service orientation are required. Additionally, the incumbent must have strong computer and writing skills and possess highly developed multitasking skills. Must be able to format and prepare final documents and interact with USAID, implementing partner, GOC, and Embassy officials to set up meetings and interchange basic information. The incumbent must have mastered the latest technology related to Microsoft Office software and applications. Requires the ability to learn and use the Automated Directives System (ADS), USAID handbooks, USAID/Colombia Mission Orders and USAID procedures for the preparation and processing of correspondence and related documents. Must have numerical skills.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**\*\*LANGUAGE REQUIREMENT (*Please note NEW language test instructions below*).**

**Primary Language:** In order to meet the language requirement, all applicants **MUST** indicate in their application or in a cover letter their primary or native language. **A language test will not be conducted in the applicant's native language unless requested by the selecting office.**

**Secondary Language(s):** When two or more language requirements are stated in the Vacancy Announcement, language tests are required for those languages that the applicant does not identify as the primary, first-spoken, or native language. If an applicant claims fluency in multiple languages, the applicant must identify ONE and only ONE language as primary, first-spoken or native. ALL applicants are

required to prove proficiency in any other language listed in the Vacancy Announcement that is not indicated by the applicant as the primary language.

## LANGUAGE TESTING PROCEDURES

Most of the positions at the Embassy require specific levels of both Spanish and or English. **All applicants must attach a copy of valid language test results in the non-primary language to the application of employment to be eligible for consideration.** The Embassy will only accept the standard English language tests as follows: TOEIC, TOEFL (IBT/ITP/PBT), IELTS, FCE, iTEP, AVANTI, or FSI, and Spanish test administered by AVANTI or FSI for EFMs.

Applicants who have completed a University Degree in the United States or any other English speaking country will be exempt from taking the English Test.

Applicants who are currently working in a position at the Embassy that require the same level of English will be exempt from taking the English Test.

For applicants who have previous work experience at other U.S. Embassies, the language level required for the position performed at that post will be confirmed by the U.S. Embassy Bogota / Human Resources Office and applicants would be exempt from taking the Language Test.

### **Language test results are valid for five years.**

If applicants do not have a valid language score from the above Standard English language tests, applicants may chose the following institute to be tested in English and/or Spanish as required:

- **Avanti Language School:** Cra. 21 # 87 – 24 Polo Club, Bogota, Colombia. Applicants must request a language test by writing to [academic@avantilanguageschool.com](mailto:academic@avantilanguageschool.com). For further information please contact PBX: 634-6637 or mobile 321 463 6470. **Cost of language test is the applicant's responsibility.**

**\*\*Failure to include the required language testing scores will result in the applicant being deemed ineligible for the position.\*\***

**\*\*\*APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY FRIDAY, SEPTEMBER 11, 2015 NOT LATER THAN 4:00 p.m. EASTERN STANDARD TIME.\*\*\***

The US Mission in Colombia is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

**USAID handles their own recruitment processes.**  
**For any questions in regard to this recruitment process please contact USAID Bogota office directly.**